



David O. Carter, U.S. District Judge

## **PROCEDURES FOR REQUESTING UNDER SEALING FILINGS**

### **Request to Seal Document(s) (Not the Application and Proposed Order):**

Electronically file the application to seal and/or declaration giving notice or proof of service. During the electronic filing process, attach the proposed order to the application. See Local Rule 5-4.4.1.

After electronically filing the application and proof of service, send an email to chambers email at [DOC\\_Chambers@cacd.uscourts.gov](mailto:DOC_Chambers@cacd.uscourts.gov) using "Under Seal Request - (include case #)" in the subject line of the email.

The email shall contain PDF versions of the following:

- Application to Seal
- Supporting Declaration(s) and Exhibit(s)
- Proof of Service
- All documents requested to be filed under seal

The email shall also contain a Word or WordPerfect version of the proposed order.

**MANDATORY CHAMBERS COPY** - One set of each document listed above shall be delivered to the Clerk's Office, no later than 12:00 p.m., the following business day.

### **GRANTING OF REQUEST:**

- 1) A PDF version of the Order will be emailed to the email address in the original email.
- 2) It is the responsibility of the submitting party to serve all parties, as appropriate.

### **DENIAL OF REQUEST:**

- 1) Attorney shall make arrangements for the return of the documents; or
- 2) Clerk destroys the mandatory chambers copy of the documents(s).

**Please note:** If approved, the document itself will be sealed and not viewable by the public, however the title of the document will be viewable. For example, the public docket entry would read as follows: "Declaration of John Doe."

**Request to Seal Documents (Including Application and Proposed Order):**

Electronically file a NOTICE Of MANUAL FILING indicating that an application to seal, declaration giving notice or proof of service, proposed order sealing and under seal documents have been submitted to the Court.

After electronically filing the Notice of Manual Filing, send an email to chambers email at [DOC\\_Chambers@cacd.uscourts.gov](mailto:DOC_Chambers@cacd.uscourts.gov) using "Under Seal Request - (include case #)" in the subject line of the email.

The email shall contain PDF versions of the following:

- Application to Seal
- Supporting Declaration(s) and Exhibit(s)
- Proof of Service
- All documents requested to be filed under seal

The email shall also contain a Word or WordPerfect version of the proposed order.

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- 2) Clerk destroys the mandatory chambers copy of the documents(s).

**Please note:** If approved, the document itself will be sealed and not viewable by the public, however the title of each document will be viewable. For example, the public docket entry would read as follows: "Application to File Declaration of John Doe Under Seal."